

- CITY OF BIGGS -  
**PLANNING DEPARTMENT STAFF REPORT**

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DATE: November 14, 2011  
TO: Honorable Mayor and Members of the City Council  
FROM: Scott Friend, AICP City Planner  
SUBJECT: Department Activity Report – October/November 2011

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**DEPARTMENT ACTIVITY SUMMARY – October/November 2011**

On-Site Contract Staff Days/ Agency Meetings / Code Enforcement Activity:

- Monday, November 21<sup>st</sup> – City Council Meeting
- Thursday, November 17<sup>th</sup> – BCAG Planning Directors Meeting

Major Projects Activity Report:

*1. General Plan 2035 Update:*

PMC is working with the City Administrator to prepare a plan and schedule for consideration by the City Council for the initiation of the Environmental Impact Report (EIR) in support of the City's on-going General Plan Update effort. Staff anticipates presenting a plan outlining how staff is suggesting the City proceed with this portion of the project effort at the December City Council meeting.

*2. Sunwest Milling Warehouse Expansion Project:*

As outlined in PMC's October 2011 staff report, the City Planning and Engineering Departments have approved Phases 1a and 1b of the Sunwest Mill's Warehouse Expansion project and construction activity is under-way on the site. Conversations with the Mill's project engineer suggest that the improvement plans for the Phase II improvements will be submitted within the next two-three weeks.

The project engineer for the Sunwest Warehouse Expansion project, Robertson-Ericson, has submitted revised plat maps to the City Engineer for review to facilitate the necessary Lot Line Adjustment request. The City Engineer will schedule this item for consideration by the Council once all necessary information is available and the item is ready for Council consideration.

## Monthly Department Activity Report:

### *2. Applications / Planning Services Activities:*

#### Applications:

- Development Review / Use Permits / Entitlements – None
- Lot Line Adjustment (Sunwest Milling):
  - (see activity description in Section 1 above).

#### Planning Services Activities:

- Planning staff have been continuing to provide input to the Butte County Association of Governments (BCAG) for the Sustainable Communities Plan (SCS) and will continue to support that document and provide input in the coming months. It is noted that the City of Biggs will be reimbursed for the staff time devoted to this effort. To date, staff has provided information on land use projections, population projections and anticipated project information for inclusion in the BCAG models.
- Planning staff is working with the owner of Swanson's timber company to identify options available to make aesthetic enhancements to the Seventh Street frontage to the Swanson's timber site. Staff is working to provide information regarding lot lines, right-of-way dimensions and probable improvement requirements to the property owner.

### *3. Butte County Building Permit Issuance Coordination:*

- Please see *Attachment A* to this report for building permit details.

### *4. Biggs Sixth Street Bridge Replacement Project – Phase II Environmental Services:*

The project team, lead by PMC, has initiated the preparation of the Historical Resource Evaluation Report (HRER) for the section of Hamilton Slough adjacent to the project site as directed by Caltrans and as approved by the Biggs City Council in October. It is anticipated that this report will be completed and submitted to Caltrans cultural resources staff in mid-December.

The City Planning Department was notified by the Caltrans project biologist that the US Fish and Wildlife Service (USFWS) were intending on issuing a Letter of Concurrence for the project in late November. This means that USFWS review staff is agreeing with the conclusions of the City's analysis and is not requiring the City to enter into a formal consultation process for the project. The result of this letter will be the conclusion of the biological review aspect of the NEPA compliance effort, thus representing a major accomplishment in the environmental compliance process.

Following the receipt of this letter, the project will be required to undertake all identified mitigation measures, which include the purchase of mitigation fee credits, prior to the initiation of construction activity. Planning staff is working closely with Bennett Engineering to address issues of funding, timing and permit issuance for biological items. As additional information is made available on this topic it will be conveyed to the City Council. Additionally, a copy of the USFWS letter will be distributed to the Council once it is received. Staff will continue to monitor this situation will provide updates as necessary if anything changes.

5. *Code Enforcement: Marijuana Abatement*

At this time, planning and code enforcement staff believe that all active outside grows known to exist in the City have been either addressed through the code enforcement process or have been abandoned for this growing season. It is acknowledged that issues related to use and indoor-growing may still occur however staff believes the active 2011 abatement period for outdoor cultivation has concluded. A separate staff report providing additional detail has been prepared on this issue for review by the City Council.

6. *Code Enforcement: Biggs Municipal Code*

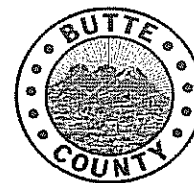
The City Planner has been actively working with staff at City Hall to re-establish the City's code enforcement effort. The City Planner and the interim Code Enforcement Officer have met on numerous occasions to review necessary steps to actively re-engage the City's enforcement efforts, to organize and attempt to understand the activities that have occurred in the past months and to prioritize those cases known to the City. Seven citation letters were issued in the past three weeks for issues related to the non-compliant parking of vehicles, litter and yard debris and property maintenance conditions. Additionally, the City Planner has directly contact three parties related to fence issues, parking issues and outdoor storage issues.

**Attachments:**

Attachment A - Butte County Building Department Permit Activity Reports

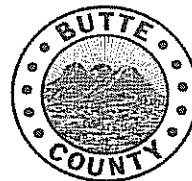
11/9/2011  
11:42:30AM

Butte County  
Department of Development Services - Building Division (City of Biggs)  
PERMITS ISSUED IN City of Biggs - Summary by Type and Subtype  
For the Period 10/1/2011 thru 11/9/2011



Type / SubType	# of Permits Issued	Valuation of Work	Fees Charged
ETRAKIT	1	\$4,500.00	\$128.00
REROOF RESIDENTIAL	1	\$4,500.00	\$128.00
MECH ELECTRIC PLUMB	1	\$1,953.00	\$124.00
WATER HEATER C/O RES	1	\$1,953.00	\$124.00
MISCELLANEOUS	2	\$3,900.00	\$256.00
RE-ROOF RESIDENTIAL	2	\$3,900.00	\$256.00
Totals:	4	\$10,353.00	\$508.00

Butte County  
Department of Development Services - Building Division for City of Biggs  
**PERMITS ISSUED**  
For the Period 10/1/2011 thru 11/9/2011



Permit No./Issued	Type/Sub-Type/Description	Site Address and Parcel No.		Owner and Contractor	Valuation
B11-1545 11/3/2011 ISSUED	MECH ELECTRIC PLUME WATER HEATER C/O RE: REPLACE GAS WATER HEATER	2990 4TH ST 001-092-008	BIGGS	MOSSMAN, WALTER GALLAGHER'S HEATING & AIR	\$1,953
B11-1499 10/27/2011 ISSUED	ETRAKIT REROOF RESIDENTIAL removed existing roof install new felt and new 30 year shing	328 B STREET 001-150-079	BIGGS	BYBEE, GARY	\$4,500
B11-1398 10/6/2011 ISSUED	MISCELLANEOUS RE-ROOF RESIDENTIAL REROOF (9) DET GAR ONLY	369 ALEUT ST 001-140-047	BIGGS	HARTER THOMAS R & JO, owner	\$1,500
B11-1476 10/21/2011 FINALED	MISCELLANEOUS RE-ROOF RESIDENTIAL REROOF COMP (10)	459 ALEUT ST 001-102-009	BIGGS	KENT MARTIN P & SHAR, BILL'S ROOFING	\$2,400
Permits Issued : 4				Total Valuation:	\$10,353